



# Center for Educational Performance and Information

## Official Communication – Reporting of Day-to-Day Substitute Teachers

February 6, 2006

The following message was posted to the REP Listserv:

Please read Field 10 in the End-of-Year (EOY) 2006 REP Data Field Descriptions. Districts are to report ALL school personnel beginning with the EOY 2006 REP Submission, as stated on pages 26 and 43 of the EOY 2006 REP Data Field Descriptions. This includes day-to-day substitute teachers. This requirement is a result of the recent "School Safety" legislation (2005 PA 129-131 and 138) that went into effect on January 1, 2006.

**Assignment Code:** For reporting in Field 10, if the substitute teacher is assigned to a specific subject area(s), report the specific subject area(s). If the substitute teacher is assigned to various classrooms, such as day-to-day substitutes typically are assigned, districts may use the assignment code "000NX" (Other) for this submission. CEPI is working with the Department of Education to develop a specific assignment code for districts to use for substitute teachers in future submissions of the REP.

**Highly Qualified Status, Academic Major and Academic Minor:** The use of the assignment code "000NX" (Other) for day-to-day substitute teachers does not require the reporting of highly qualified status, academic major status or academic minor status. Districts may report "n/a" (0) for these categories when the assignment code "000NX" is reported. If a district reports a core academic subject area, such as "000EX" (Mathematics) or "000BA" (English), for a day-to-day substitute teacher, the district must report highly qualified status, academic major status and academic minor status for that day-to-day substitute.

**FTE:** Report the FTE as appropriate for the each substitute teacher based upon the amount of time worked in the district. (Field 10)

**School/Facility Assignment:** If the substitute teacher is assigned to more than one school/facility, districts may report the substitute teacher under the Central Administrative Office (00000). (Field 10)

**Type of Credential:** In Field 17: Type of Credential, districts should report the type of permit that the teacher holds for the school year. Please refer to pages 57 and 58 of the EOY 2006 REP Data Field Descriptions for the appropriate code to report.

If you have additional questions, please send an e-mail message to the DIT Client Service Center [\[Help-Desk@michigan.gov\]](mailto:HelpDesk@michigan.gov) or call 517-335-0505. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.